

333005/02/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT FIELD SERVICE OPERATIONS MANAGER

DEFINITION

Under general supervision, to plan, coordinate, supervise and review the work of a number of crews of supervisory, skilled and unskilled workers engaged in a wide variety of maintenance, repairs, cleaning, painting and signing of streets, storm drain maintenance and vector and weed control; to assist the Field Service Operations Manager in overall administration; and to do related work as required.

REPORTS TO: Field Service Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Field Service Operations Manager. Exercises close to general supervision over para-professional, technical, skilled and semi-skilled workers and administrative support staff as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, procedures and priorities.
- Plan, coordinate, supervise and review the work of the supervisors and crews engaged in street resurfacing, repairing and patching; street cleaning; sidewalk, curb and gutter removal and replacement; street painting and signing; vector and weed control; and storm drain maintenance.
- Assist in development of equipment and material specifications.
- Receive, investigate and resolve all customer complaints.
- Check all street service division equipment for needed maintenance and repair.
- Prepare cost estimates for street maintenance and repair projects.
- Requisition materials and supplies.
- Inspect work in progress and on completion, providing advice and assistance on difficult work problems.
- Maintain records of materials, time and equipment.
- Assist in budget preparation and administration.
- Coordinate street maintenance activities with other City departments, divisions, and sections and with outside agencies.
- Supervise, train and evaluate subordinates.
- Attend and participate in all pre-construction meetings.
- Maintain and log all requests from Traffic Engineering.

- Prepare Air Quality Management District (AQMD) reports and attend meetings as required.
- Maintain radio logs and schedule repairs.
- Assist and participate in staff meetings.
- Maintain overtime and stand-by records; maintain overtime program.
- Initiate and promote all general and tail-gate safety meetings.
- Develop and maintain safety procedures, records and training.
- Coordinate special events throughout the City.
- Respond to public inquiries.
- Respond to all emergencies with regard to City Streets.
- Coordinate response, with Public Safety, on emergencies.
- Assist in City emergency disaster drills.
- Assist in Division interviews and the hiring process.
- Investigate all legal claims against the Division.
- Represent the Street Division on various committees throughout the City.
- Serve as Acting Field Service Operations Manager as required.

QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in all street maintenance activities.
- Types and level of maintenance and repair activity generally performed in the street maintenance programs.
- Occupational hazards and standard safety precautions necessary in work.
- Geography of the City, including street layout and location.
- Principles and practices of civil engineering, training and performance evaluation.
- Safe work practices.
- Safe driving principles and practices.
- Principles, practices and methods of handling or responding to hazardous spills.

Ability to:

- Keep records and make reports.
- Interpret and work from sketches, diagrams and blueprints and to prepare plans for minor projects.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Select, supervise, train and evaluate subordinates.
- Attend and participate in seminar and/or training opportunities related to street maintenance activities.

- Work with various chemicals and/or materials.
- Work overtime as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade, supplemented by some college-level courses.

Experience: Three years supervisory experience in street maintenance activities.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Field Services Operations Manager

TO: Field Service Operations Manager